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ABSTRACT

Myriad issues face those who manage school personnel. Explicating the wide range of activities covered by the term "personnel management" is the object of this text. It is geared for prospective and current school administrators whose responsibilities include any aspect of personnel management. The text is organized around the premise that student learning is directly related to teachers' classroom behavior and that personnel management determines the quality of instruction. The volume opens with an overview of personnel management and its importance in effective schools. It shows administrators how to plan for staffing needs, how to conduct the selection process, ways to obtain information and evaluate applicants, strategies for selecting administrative and support personnel, tips for motivating personnel, how to handle the induction of workers new to the field of education, insights on staff development, criteria for evaluating employee performance, compensation and reward plans, how to create productive work environments, some of the legal issues in personnel management, the role of collective bargaining in schools, how to manage conflict in schools, suggestions for terminating and reducing the work force, and the increasing presence of technology in personnel management. (Includes three case studies and an index.) (RJM)

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